

POSITION TITLE:	Senior People and Performance Business Partner
POSITION NUMBER:	10149 10745
AWARD:	Queensland Local Government Industry (Stream A) Award – State 2017
AWARD CLASSIFICATION:	6 - 7 Provisions of appointment pay level and progression to be in accordance with the applicable award
REPORTS TO:	Coordinator People and Performance
DEPARTMENT:	Corporate Services

ABOUT US

Our vision

A progressive region creating opportunities for all.

Our mission

We are a council committed to continuous improvement, a sustainable future and efficient investment in our communities.

Our values

- Respect and integrity.
- Accountability and transparency.
- Providing value.
- Commitment and teamwork.

OBJECTIVE OF THIS ROLE

As part of the People and Culture team, the Senior People and Performance Business Partner provides specialist advice, coaching and support regarding strategic and operational people and performance matters to both leaders and employees, to deliver consistent, accurate, and timely human resources operational services.

KEY RESPONSIBILITIES IN THIS ROLE

- 1. Service Delivery.** Partner with allocated business areas to support people management throughout the employee life cycle. Regularly engage with allocated business areas to understand and respond to their people needs. Assist with workforce planning, in line with agreed frameworks and processes.
- 2. Industrial Relations.** Case manage, investigate, and advise on employee issues and industrial relations matters in accordance with the industrial instruments, as applicable.
- 3. Advice and Support.** Provide advice and coaching to leaders and employees to support the application and interpretation of people initiatives, priorities, policies and practices.

4. **Legislation and Award Interpretation.** Provide professional and accurate advice on the interpretation and application of industrial, local government and other relevant legislation, certified agreements and awards, impacting people and culture.
5. **Communication.** Ensure knowledge is shared throughout the organisation in relation to people and culture deliverables, updates, reporting, and other relevant information. Ensure networking opportunities are developed within the industry and technical development opportunities are undertaken for self and the organisation.
6. **Systems, Processes and Data.** Facilitate the use of people data to support informed decision making through reporting and analysis. Support the embedding of our values through integration of our policies, practices, and systems across business units. Assist to improve and enhance work processes and procedures to ensure the unit is well supported to perform to an exceptional standard.

Additionally, this position may be required to conduct other duties as lawfully directed by the reporting manager.

ABILITIES, SKILLS AND KNOWLEDGE REQUIRED

Mandatory:

- Considerable demonstrated experience in a similar human resources generalist or industrial relations focused role.
- Demonstrated knowledge of current employment and industrial relations legislation, local government legislation and awards.
- Demonstrated experience in undertaking workplace investigations.
- Excellent customer service skills, including advocacy and negotiation skills.
- High level of written and verbal communication skills, including presenting information in a group setting.
- Proven ability to communicate effectively in situations requiring assertiveness, influencing and tact.
- Intermediate Microsoft office (Outlook, Word, Excel and PowerPoint).
- Experience working collaboratively with external stakeholders including unions.

Desirable:

- Human Resource experience in a local government environment.
- Experience in undertaking change activities.

QUALIFICATIONS, EDUCATION AND LICENCES REQUIRED

Mandatory:

- Minimum of Queensland C class provisional drivers licence.
- Tertiary qualifications in human resource management, industrial relations or a related field.

1. A professional, customer focused manner and demonstrated experience in providing accurate, timely and consistent advice to management at all levels across a broad spectrum of employee relations/human resource issues.
2. Excellent written and verbal communication skills with the ability to influence and negotiate across all levels within the organisation.
3. Demonstrated experience in successfully negotiating desired outcomes in industrial matters being investigated.
4. Minimum five years' experience in a senior role where industrial relations and workplace investigations were the focus of the roles.
5. Demonstrated experience in the use of human resource management systems and high-level understanding of Microsoft applications.

CORPORATE REQUIREMENTS YOU MUST MEET

1. Commitment to council's vision, mission and values.
2. Compliance with council's code of conduct.
3. Adherence to all relevant council policies and procedures, certified agreement, your contract of employment and relevant legislation, including the *Local Government Act, 2009*, *Information Privacy Act, 2009* and *Work Health and Safety Act, 2011*.
4. Commitment and adherence to council's customer service charter.
5. Compliance with all relevant and necessary pre-employment checks required for this role.
6. Commitment to council's corporate plan.
7. Commitment to equal employment opportunity, diversity and merit principles.
8. Commitment to ensuring a workplace free from bullying harassment and discrimination.
9. Efficient and effective utilisation of resources as allocated under the level of responsibility for the position.
10. Commitment to change management.

ELIGIBILITY AND PRE-EMPLOYMENT CHECKS

To be appointed to a permanent position, you must be an Australian citizen, or have permanent residency status, or a visa permitting you to work in Australia permanently. If you have a visa permitting you to work temporarily in Australia, you may be appointed to a temporary or casual position, providing the work complies with the conditions of your visa.

The pre-employment checks relevant to this position include:

- Right to work in Australia.
- Medical assessment including drug & alcohol testing.
- Criminal history check.
- Reference checks.

CORE COMPETENCIES WE NEED FROM YOU

Competency	Definition	Level
Delivering Results	Having the ability to set objectives for yourself and others, taking a forward-looking perspective, and delivering successful outcomes within agreed parameters.	3
Communication	Identifying and using appropriate communication styles and methods, taking into consideration the audience and the desired outcome. Building and maintaining effective working relationships with key stakeholders, both internal and external.	3
Initiative and innovation	Anticipating situations and problems, finding appropriate solutions, grasping opportunities for improvements and taking ownership for continuous improvement that goes above and beyond the call of duty.	3
Flexibility	Being able to adapt your thinking and behaviour to suit different situations and changing circumstances. Taking other people's views on board, accepting new and different ways of working and encouraging others to embrace change.	3
Teamwork	Having the ability to work as part of a team, actively encouraging team working and recognising the role you play as part of the council team.	3
Commitment to Council	Being willing and able to align your own behaviours with the objectives, goals and values of council; acting as a role model and promoting the values to others.	3
Customer service	Aligning your behaviour with the customer service charter to ensure both internal and external customer needs are met; taking a positive attitude, showing commitment and having a can-do approach.	3
Workplace Health & Safety	Taking reasonable care for the health and safety of yourself and others, complying with reasonable instruction and co-operating with council policy and procedure.	3

A copy of the Competency Handbook is available on the Central Highlands Regional Council website under 'Careers with Council'.

GENERAL OBLIGATIONS

1. This is a description of the job as it is presently constituted. Council will regularly review position descriptions and appropriately update them to ensure that they relate to the job being performed, or to incorporate whatever changes are being proposed. Where appropriate, employees will be consulted on the changes and employees are expected to participate in consultation.
2. Whilst employment is in the position described in this document it is understood that employment is with Central Highlands Regional Council. In the event of organisational change or restructure, council may require employees to undertake other roles for which they are qualified and capable of performing.
3. Employees may be required to undertake a variety of duties not related to their substantive role in the times of disaster or significant exceptional operational circumstances.
4. All employees are responsible for making and keeping records in accordance with legislation, information standards and other relevant guidelines and procedures.
5. Failure to maintain any licence or qualification, which are a condition of your employment, may result in demotion or termination as council is unable to guarantee your transfer to a position not requiring said licence/qualification.

Please sign below if you have read, understood, and accepted the responsibilities of this position as outlined in this position description.

Name

Signature

Date
